

## STATEMENT OF WORK

### TITLE, SERIES, GRADE

Senior Advisor to the Administrator  
AD-0301-00

### ORGANIZATION

Environmental Protection Agency  
Office of the Administrator  
Immediate Office/

### TITLE AND GRADE OF SUPERVISOR

Administrator, EX-340

### STATEMENT OF RESPONSIBILITIES

Serves as Senior Advisor to the Administrator. In this capacity, the incumbent serves as a financial advisor to the Administrator. Provides advice concerning internal and external Agency financial policy efforts for the Agency and recommends appropriate courses of action.

Renders financial advice to identify and analyze emerging legislation and regulatory issues of interest to the Administrator. Maintains a continuing awareness of regulations and the policies and programs supported by the Administration and the Congress in order to make recommendations to the Administrator. Represents the Agency in numerous working groups and before various stakeholders to ensure financial policy issues are addressed.

Keeps abreast of new developments within and outside the Federal sector pertaining to assigned areas of expertise and provides financial advice and options to the Administrator on strategies to accommodate such developments. Exercises a high degree of initiative in determining suitable alternative solutions with officials of other Federal agencies, state and local governments charged with similar responsibilities.

Provides advice to the Administrator and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational and/or financial management matters. Arranges for the implementation of specific policies and recommendations, including making action assignments to the appropriate organizational element.

Advises the Administrator as to significant observations and presents background information, personal opinions, and advice concerning program responsibilities and operations. As directed, provides direction to and/or leads staff in the analysis of financial management problems or issues reaching the Administrator's Office.

Ensures that the Agency's management team is informed of and given an opportunity to comment on proposed actions or decisions affecting their offices of responsibilities. Encourages consultation and communication throughout the Agency to ensure collaboration and understanding of key financial management issues. Represents the Administrator in discussions with key members of the Agency in conveying the Administration's point of view, desired emphasis, and goals. Recommends new approaches to problems and objectives and enlists cooperation and contributions from Agency staffs.

Represents the Administrator and the Agency at all levels of government, including Federal, state, municipal, and county agencies as well as private industry and citizen groups. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Administrator and special significance to the national environmental protection effort. Stimulates interest, elicits support, works out agreements at all these levels, and advises the Administrator on courses of action which should be taken.

Attends conferences for and with the Administrator, assesses the impact and subsequent relevance of all matters discussed, and suggests to the Administrator possible avenues of approach. Follows up by conferring with the Assistant and Regional Administrators and/or their offices, discussing these issues and providing them with information developed through personal contacts.